Position Description Form

Position Title: Indicate full- or part-time
Immediate Supervisor/Title:
Position Objective: Describe the purpose of the position
Essential Functions of Position: List functions essential to attaining the position objective
Marginal Functions of Position: List non-essential functions performed by the incumbent in this position
inis position
Principal Working Relationships: Identify internal and external working relationships
required for successful accomplishment of the position objective
Knowledge, Skills, and Abilities: <i>Identify the specific area(s) of knowledge and abilities required to be qualified for the position</i>
Qualifications: List minimum qualifications, both academic and experiential, required to be
eligible for the position
Service Location(s): <i>List the place(s) where service is performed</i>
Equipment Used: List the types of tools and/or equipment used in the position
<u>Note:</u> The above functions may be completed with or without accommodations. This description lists the minimum duty requirements. Individuals may be required to perform additional position duties as requested by their supervisor.